

NOTICE: STATE OF EMERGENCY DECLARATION EFFECTIVE 3-30-20 UNTIL FURTHER NOTICE TOWN HALL IS CLOSED BUT THIS MEETING WILL BE ON THE ZOOM VIRTUAL PLATFORM AT :

<https://us02web.zoom.us/j/82978067166?pwd=cTF5UE5IbXlMUcUuNTN4NlV1N2t3QT09>

MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE PUBLIC MEETING BY CONNECTING THROUGH THE ZOOM LINK ABOVE
OR: Meeting ID: 829 7806 7166 Password: 428322

**COMMUNITY PRESERVATION COMMITTEE
Thursday, April 8, 2021 Veteran's Memorial Building, 7:00 P.M. ZOOM
AGENDA**

7:00 p.m. **Lansing Millis Memorial Build. Fund. Req. (File No. 2022-001), Cont.**
Erin Underhill - Building stabilization project
 - Funds Requested: \$363,887.00 (Historic Preservation)
 (Site visit: Sunday, 3/28/2021)

Other Business: Approval/Acceptance of ZOOM Minutes from March 25, 2021

Note(s): Spring Town Meeting – May 1, 2021
 Annual Televised CPC Meeting – any time prior to 12/31/21

Scheduled Meeting(s):

Correspondence
Bills

The listed agenda items are those reasonably anticipated by the Chair to be discussed at the meeting. The Committee may address and consider other matters not specified to the extent permitted by law.

Camille Standley is inviting you to a scheduled Zoom meeting.

Topic: Camille Standley's Zoom CPC Meeting

Time: Apr 8, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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Appendix 1 – Millis Community Preservation Funding Request

Date: 3/23/2021

Project Title: Lansing Memorial Building Stabilization

Full Name of Entity Submitting Application: Millis Select Board

Contact Person: Erin Underhill

Address: 155 Pleasant St

Telephone: 508-667-1267

Email: etunderhill@millisma.gov

Purpose: Please check all that apply:

☐ Open Space

☐ Community Housing

☒ Historic Preservation

☐ Open Space / Recreation

Amount of CPA Funding Requested: \$ 363,887 (Provide summary below)

Estimated Costs:

Fiscal Year*	Total Project Cost	CPA Funds requested	Other Funding Sources and Amounts
2021			
2022	363,887	363,887	
2023			
2024			
2025			

* Fiscal year begins on July 1 of the previous calendar year

DIV. 01 - GENERAL REQUIREMENTS and GENERAL CONDITIONS				UNIT	QUAN	COST	STABILIZATION
	Staging, disposal, etc.						\$20,000
SUBTOTAL							\$20,000
DIV. 02 - SITE CONSTRUCTION				UNIT	QUAN	COST	
	Asbestos Abatement	LS	1	2000		\$2,000	
SUBTOTAL							\$2,000
DIV. 06 - CARPENTRY				UNIT	QUAN	COST	
	Replace missing second floor railings	LF	40	100		\$4,000	
	Replace deteriorated fascia and cornices (100%)	LF	322	100		\$32,200	
	Replace deteriorated soffit (40%)	LS	1	20000		\$20,000	
	Replace shingle siding	SF	718	30		\$21,540	
SUBTOTAL							\$77,740
DIV. 07 - THERMAL AND MOISTURE PROTECTION				UNIT	QUAN	COST	
	Replace roof with new shingles (~4182 SF)	SF	4182	15		\$62,730	
	Replace sheet metal flashings, gutters, and downspouts	LF	485	100		\$48,500	
SUBTOTAL							\$111,230
SUBTOTAL							\$210,970
Overhead + Profit: @ 10%							\$21,097
SUBTOTAL							\$232,067
Payment + Performance Bonds: @ 1%							\$2,321
CONSTRUCTION COST SUBTOTAL							\$234,388
Construction Contingency: @ 20%							\$46,878
Design Contingency: @ 15%							\$35,158
Architecture/Engineering Fees 15%							\$47,464
PROJECT COST TOTAL							\$363,887

\$363,887

Community Preservation Committee

Site Visit Report

Where	Lansing Millis Memorial Building (64 Exchange St.)
Owner/Rep.	Town of Millis
File#	2022-001
Date	Saturday, March 28, 2021, 1:00 p.m.
Members	N. Maltinsky, D. Baker, C. Hayes, C. MacInnes
Attending	P. Jurmain, W. Klocko
Reporter	N. Maltinsky

The CPC members met with Permanent Building Committee member, Mr. Wayne Klocko, and Mr. Peter Jurmain, and did a walk-through of the property. The entire building and grounds were viewed.

The site visit ended at 1:40 p.m.

**TOWN OF MILLIS
COMMUNITY PRESERVATION FUND
THROUGH 03/25/2021**

TOTAL CASH RECEIVED FY 2008	\$101,695.01
TOTAL CASH RECEIVED FY 2009	\$179,671.27
TOTAL CASH RECEIVED FY 2010	\$145,237.14
TOTAL CASH RECEIVED FY 2011	\$138,468.83
TOTAL CASH RECEIVED FY 2012	\$137,684.53
TOTAL CASH RECEIVED FY 2013	\$142,525.75
TOTAL CASH RECEIVED FY 2014	\$178,900.71
TOTAL CASH RECEIVED FY 2015	\$164,736.51
TOTAL CASH RECEIVED FY 2016	\$169,675.91
TOTAL CASH RECEIVED FY 2017	\$169,543.82
TOTAL CASH RECEIVED FY 2018	\$177,319.91
TOTAL CASH RECEIVED FY 2019	\$195,481.22
TOTAL CASH RECEIVED FY 2020	\$233,675.44
TOTAL CASH RECEIVED FY 2021	\$213,518.81
TOTAL LIFE TO DATE	\$2,348,134.86

FY 2021	06/30/20	appropriation	transfer	03/25/21	
RESERVED FOR OPEN SPACE	\$89,365.05	\$21,492.00	(10,300.00) (\$74,558.49)	\$36,298.56	25,998.56
RESERVED FOR HISTORIC RESOURCE	\$57,974.37	\$21,492.00	(14,690.00) (\$600.00)	\$78,866.37	77,397.37
RESERVED FOR COMMUNITY HOUSING	\$107,586.00	\$21,492.00	\$0.00	\$129,078.00	
BUDGETED RESERVE	\$0.00	\$80,000.00	\$0.00	\$80,000.00	
UNDESIGNATED FUND BALANCE 03/25/2021	\$458,999.48			\$470,875.27	
TOTAL	\$713,924.90	\$144,476.00	(\$75,158.49)	\$795,118.20	

FY 2021	07/01/20 BUDGETED	EXPENDED	03/25/21 AVAILABLE
OPERATING BUDGET			
SALARY BUDGET	\$5,373.00	\$2,967.80	\$2,405.20
EXPENSE BUDGET	\$5,373.00	\$875.00	\$4,498.00
LONG TERM DEBT PRINCIPAL	\$25,000.00	\$25,000.00	\$0.00
SHORT TERM DEBT PRINCIPAL	\$0.00	\$0.00	\$0.00
LONG TERM DEBT INTEREST	\$11,075.00	\$11,075.00	\$0.00
SHORT TERM DEBT INTEREST	\$0.00	\$0.00	\$0.00
SUB-TOTAL	\$46,821.00	\$39,917.80	\$6,903.20
ARTICLES			
NIAGRA FIRE HOUSE PHASE 4	\$11,333.79	\$0.00	\$11,333.79
HOUSING PRODUCTION	\$0.00	\$0.00	\$0.00
NIAGARA HALL RECORD PRESERVATION	\$6,317.55	\$0.00	\$6,317.55
DIGITIZATION OF HINDY ROSENFELD COLLECTION	\$161.06	\$0.00	\$161.06
PRESERVATION & REHAB H.F. WALLING MAP	\$600.00	\$0.00	\$600.00
MEMORIAL FIELDS IMPROVEMENTS PROJECT	\$74,558.49	\$47,950.00	\$26,608.49
SUB-TOTAL	\$92,970.89	\$0.00	\$45,020.89
TOTAL OPERATING BUDGET & ARTICLES	\$139,791.89	\$39,917.80	\$51,924.09

**MILLIS COMMUNITY PRESERVATION COMMITTEE
MEETING MINUTES
MARCH 25, 2021
VIRTUAL/REMOTE MEETING VIA ZOOM PLATFORM**

The remote ZOOM meeting was called to order at 6:38 p.m. by Mr. Nathan Maltinsky, Chair.

Members present: Nathan Maltinsky, Chair
David Baker , At-Large Member
Carol Hayes, Conservation Commission Rep.
James McKay, At-Large Member
Nicole Riley, Planning Board Rep. (left meeting at 7:00 p.m.)
Erin Underhill, Select Board Rep.
Catherine MacInnes, Finance Comm. Liaison

Members absent: Wendy Barry, Treasurer
Pamela Rheaume-Mustard, Recreation Dept. Rep.

Also present: James McCaffrey, Select Board Chair
Peter Jurmain, Select Board
Michael Guzinski, Town Administrator
Wayne Klocko, Permanent Building Comm.
Diane Jurmain, Permanent Building Comm.

**Lansing Millis Memorial Building Stabilization Project (File No. 2021-001)
Select Board – Erin Underhill**

Ms. Underhill, representing the Select Board, presented the application for funding for exterior renovations to the Lansing Memorial Building at 64 Exchange Street. Funding for work deemed necessary to stabilize the building is being sought, she said. If the building is stabilized now, the Town can look into a future use of the building. Ms. Underhill stated that no decision has been made on final use of the building at this point in time.

Information submitted was reviewed. A report prepared by Spencer, Sullivan & Vogt, dated March 16, 2021, outlining the key building deficiencies was presented. The report was prepared for the Permanent Building Committee and will be presented to the Select Board at their March 29th meeting. The project description states, "Critical exterior repairs and replacements, intended to stabilize the building exterior and secure it against further water penetration and pests." The project cost estimate total is \$363,887.00. The funding request is for the total amount from the Community Preservation's Historic Preservation and other reserve accounts. Mr. Klocko stated that the work proposed is based on period-type restoration/replication costs; however, using "modern materials that kept the character" of the building would be used .

There was discussion regarding the possibility of other funding sources (fundraising, etc.) being considered, in addition to some CPA funds. Mr. Maltinsky stated that to fund the total amount will drain the Historic Resource fund and possibly deplete other existing

**MILLIS COMMUNITY PRESERVATION COMMITTEE
MEETING MINUTES
MARCH 25, 2021**

VIRTUAL/REMOTE MEETING VIA ZOOM PLATFORM

CPA fund accounts. The possibility of seeking State-funded grants was discussed. Some CPC members raised concerns over a long-term plan being in place prior to investing funds to stabilize the building. It was also discussed that the town residents should be involved in the decision-making. CPC members were in agreement that some CPC funds could be used towards the stabilization, however, the CPC does not want to be taking the lead on this issue as the primary funding source. Mr. McCaffrey stated that at the March 29th Select Board meeting, other funding sources could be discussed.

Mr. McCaffrey stated that review of the property has gone on for some time. A feasibility study for the building was approved/funded at a prior Town Meeting and that study has been completed. The recommendation is to stabilize the building first. Mr. Klocko stated that if this work is not done, the building will fall further into disrepair and be demolished. He stated that the PBC “feels this property stands in its stature within the community” and the “Town would miss this building should it be demolished.” Irrespective of the future use of the building, he said, the structure would have to be brought up to code.

Mr. Guzinski stated that currently, the building is as secure as possible. Deterioration will be a constant issue, he said.

A site visit will be conducted by the CPC on Sunday, March 28, 2021, at 1:00 p.m.

Discussion on this application will be continued to the April 8, 2021, CPC meeting at 7:00 p.m.

Other Business:

Minutes

On a motion made by Mr. Baker, seconded by Mr. McKay, it was voted unanimously to approve the ZOOM meeting minutes of March 4, 2021 as written. By Roll Call Vote: Maltinsky – aye; Baker – aye; Hayes – aye; McKay – aye; Underhill – aye.

Adjourn

There being no further discussion and, on a motion, made by Mr. Baker, seconded by Ms. Underhill, and voted unanimously, the ZOOM meeting was adjourned at 7:48 p.m. By Roll Call Vote: Maltinsky – aye; Baker – aye; Hayes – aye; McKay – aye; Underhill – aye.

Respectfully submitted,

Camille Standley
Administrative Assistant